

## **CITY OF HAPPY VALLEY REQUIRED ATTACHMENTS FOR THE FOLLOWING:**

- **COMPREHENSIVE PLAN AMENDMENT** (which includes the following)
  - **TRANSPORTATION SYSTEM PLAN AMENDMENTS,**
  - **PARKS MASTER PLAN AMENDMENTS,**
  - **DEVELOPMENT CODE TEXT AMENDMENTS**
  - **COMPREHENSIVE PLAN MAP/ZONING MAP AMENDMENT\*\***

Per Section 16.67.015 (initiation of a plan amendment) of the City's Development Code initiation of an plan map change requires 75% of the property owners or authorized agents who or represent at least 75% of the land area involved in the petition of change, which must correspond to a logically defined neighborhood if approved as part of a future subdivision or planned unit development application.

**It is the policy of the Planning Department to review all applications at the time of submittal. If all of the below required attachments are not included with the application, your application will not be accepted for processing. Please check that the following are attached:**

**Filing requirements for Comprehensive Plan  
Map/Zoning Map Amendment**

FOR AN ELECTRONIC COPY OF THESE CRITERIA.  
SEE THE CITY'S WEBSITE AT [www.ci.happy-valley.or.us](http://www.ci.happy-valley.or.us)

Completed application and payment of appropriate fee

<b>Narrative:</b>	<b>3 copies</b>	
<b>Vicinity Map:</b>	<b>3 copies</b>	<b>(11x17)</b>
	<b>1 copy</b>	<b>(8.5 " x 11"</b>
<b>Site Map:</b>	<b>20 copies</b>	<b>(11" x 17") to scale</b>
	<b>1 copy</b>	<b>(8.5" x 11")</b>
<b>Conceptual Development Plan:</b>	<b>20 copies</b>	<b>(11" x 17") to scale</b>
<b>Traffic Impact Analysis</b>	<b>3 copies</b>	

**1. VICINITY MAP:**

- a. Scale and north point
- b. Showing all existing zoning and proposed zoning on subject property or properties
- c. Clackamas County Assessor's map showing the property or properties involved; and all properties adjacent to the subject property or properties

**2. SITE PLAN:** to include the following:

- a. Boundary lines and names of adjacent subdivision or planned unit developments, streets and tract lines of adjacent parcels of property
- b. Name and address of developer, land surveyor or engineer
- c. Clackamas County Assessor's description of the property to be developed
- d. Map scale and true north point
- e. Perimeter lines of the tract
- f. Location, width, and names of all existing or platted streets, other public ways and easements
- g. Location of existing buildings
- h. Location of municipal boundaries and section lines
- i. Indication of any lands abutting the proposed zone change for which successive or separate future development plans are to be filed shall be indicated
- j. Ownership and other interests in the property covered by the proposal shall be noted
- k. All streams or watercourses within or adjacent to the property (i.e. wetlands, springs, flood hazard areas, or other natural resource) shall be shown
- l. Any steep slope areas

**3. NOTICE ENVELOPES**

**2 SETS**

*(pre-stamped and pre-addressed)*

Property owners within a 300' radius from subject site, 500 feet if outside Urban Growth Boundary

**4. CONCEPTUAL DEVELOPMENT PLAN** illustrating the following:

- a. Proposed street system
- b. Lot pattern
- c. Neighborhood circulation plan within a 500 foot radius of the subject site
- d. Any natural resource or steep slopes areas

**5. TRAFFIC IMPACT ANALYSIS**

Prepared by a professional, Oregon licensed Traffic Engineer

**6. NARRATIVE**

Addressing applicable comprehensive plan policies as well as review criteria in Section 16.61.040

<p><b>FILING REQUIREMENTS FOR TEXT AMENDMENTS</b></p>
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|---|----------------------------------|
| <b>1. COMPLETED APPLICATION</b>   | <b>1 ORIGINAL<br/>3 COPIES</b>   |
| <b>2. PAYMENT OF DESIGNATED FEE</b>   |                                  |
| <b>3. NARRATIVE:</b><br><i>Addressing applicable Comprehensive Plan policies, as well as the review criteria within Chapter 16.67 of the Development Code</i> | <b>3 COPIES/ 1 ELECTRONIC</b>    |
| <b>4. PROPOSED TEXT LANGUAGE</b>  | <b>3 COPIES<br/>1 ELECTRONIC</b> |